Instructions to sign up for the Washington Tool for Online Rating (WATOR)

Signing up for WATOR as an employee in an organization

Establish an account in Washington's Secure Access Washington (SAW)

Staff who already have a SAW account for your organization-issued email address can use your existing account.

If you do not have a SAW account, set up a new SAW account using your organization-affiliated email.

1. Sign up

Go to https://secureaccess.wa.gov/ and click the SIGN UP! button to set up your account using the following email and username instructions:

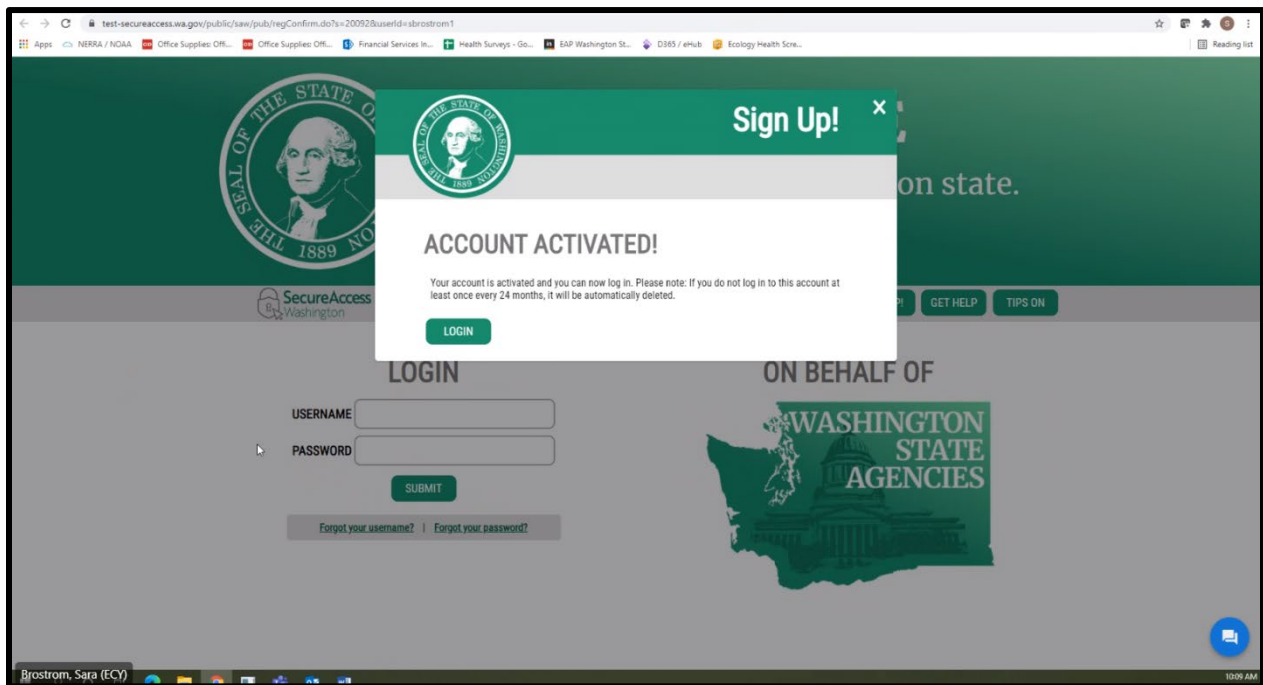**Email:** Use your organization email (e.g., username@YourCompanyName.com)

Username: Do not use your full email address as your username. Use your organization-issued username or a simple combination of your first and last name.
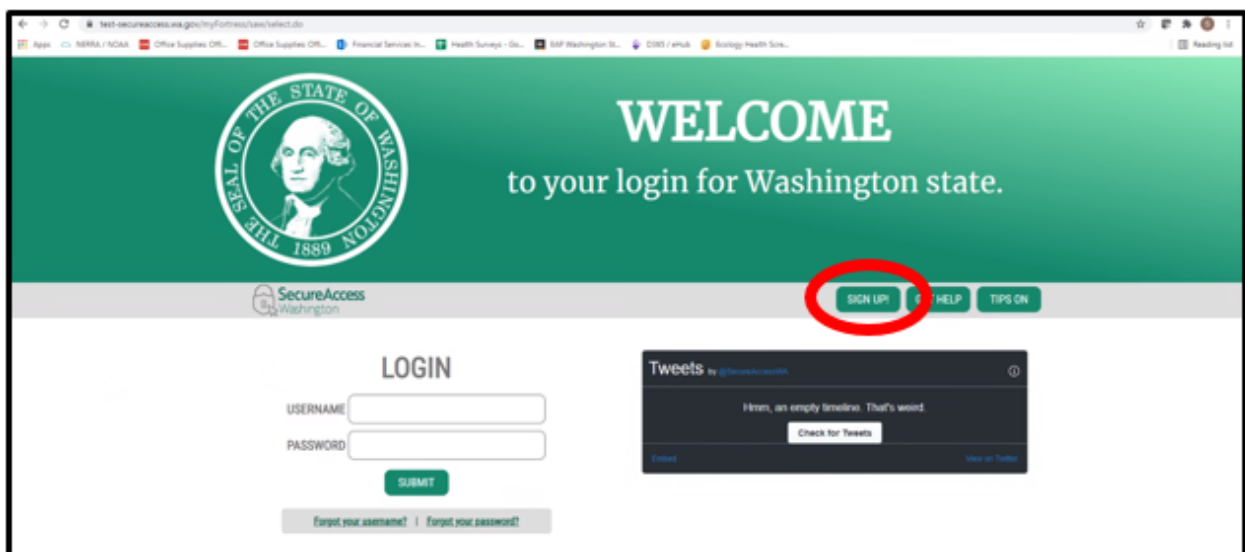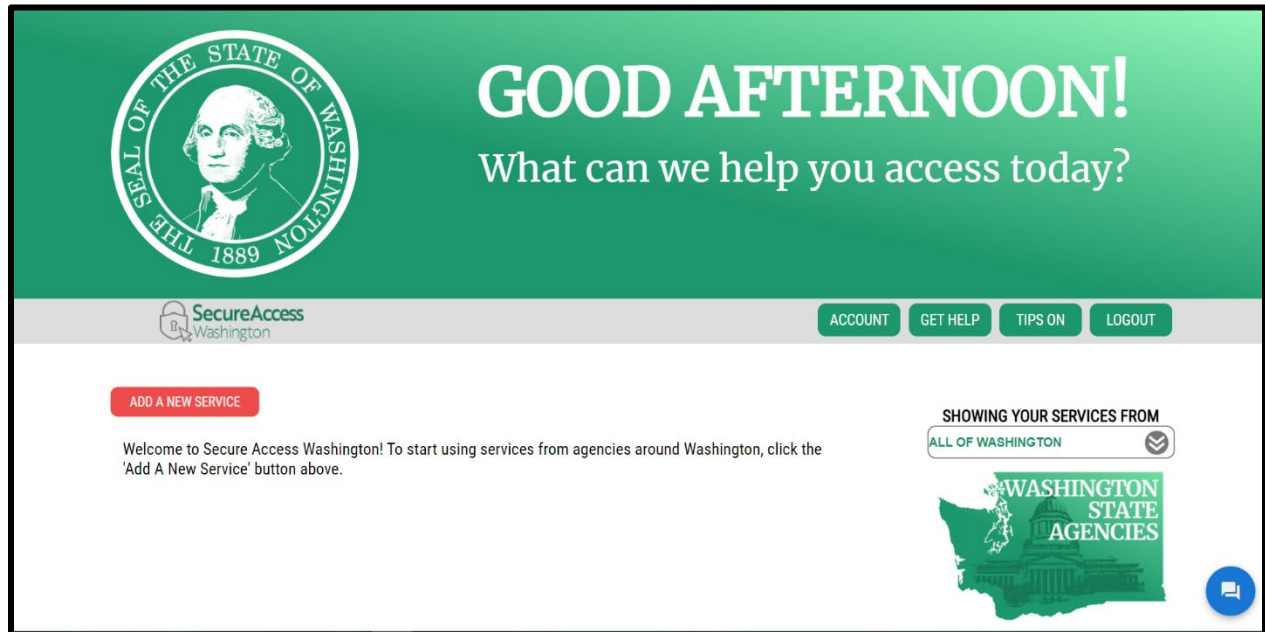
2. Check your email for the activation link from SAW and click the link to activate your account.
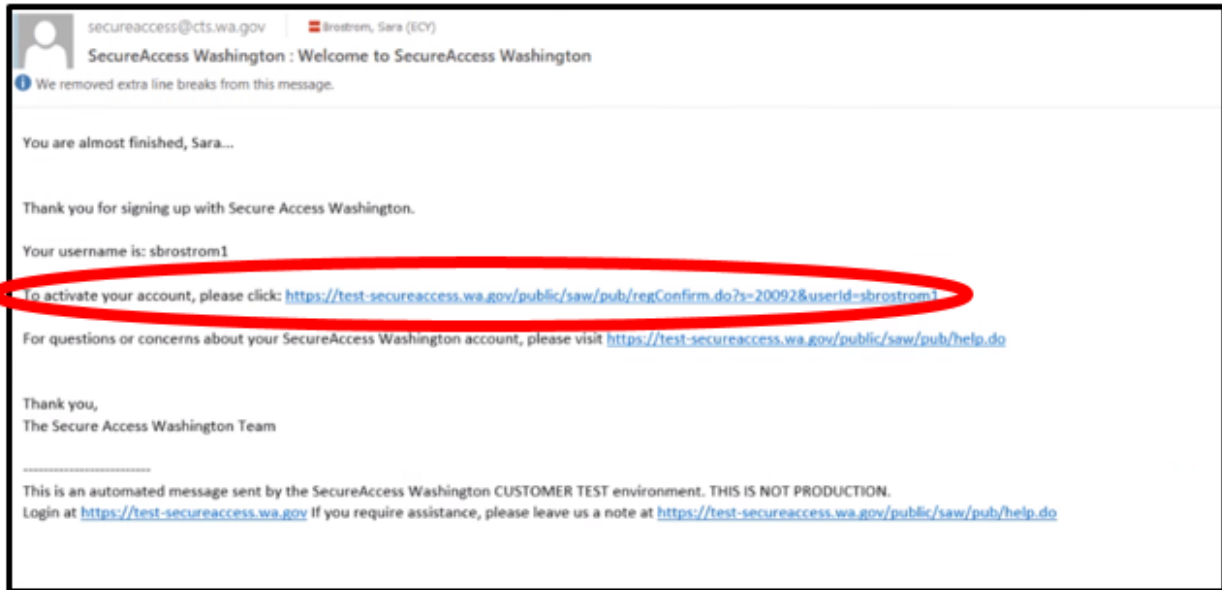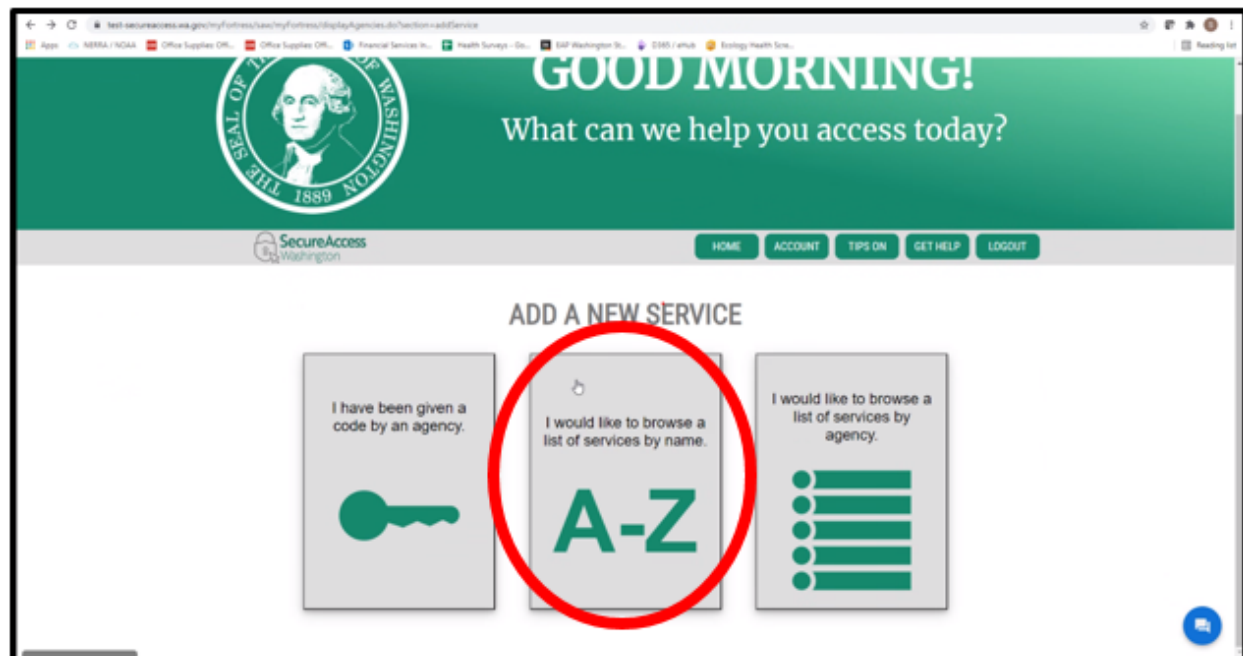

3. Once activated, log in to SAW.

4. Select Add a New Service

5. Browse a list of services by name

Find the Washington Tool for Online Rating (WATOR) and then click apply

You will see a registration under review pop up.
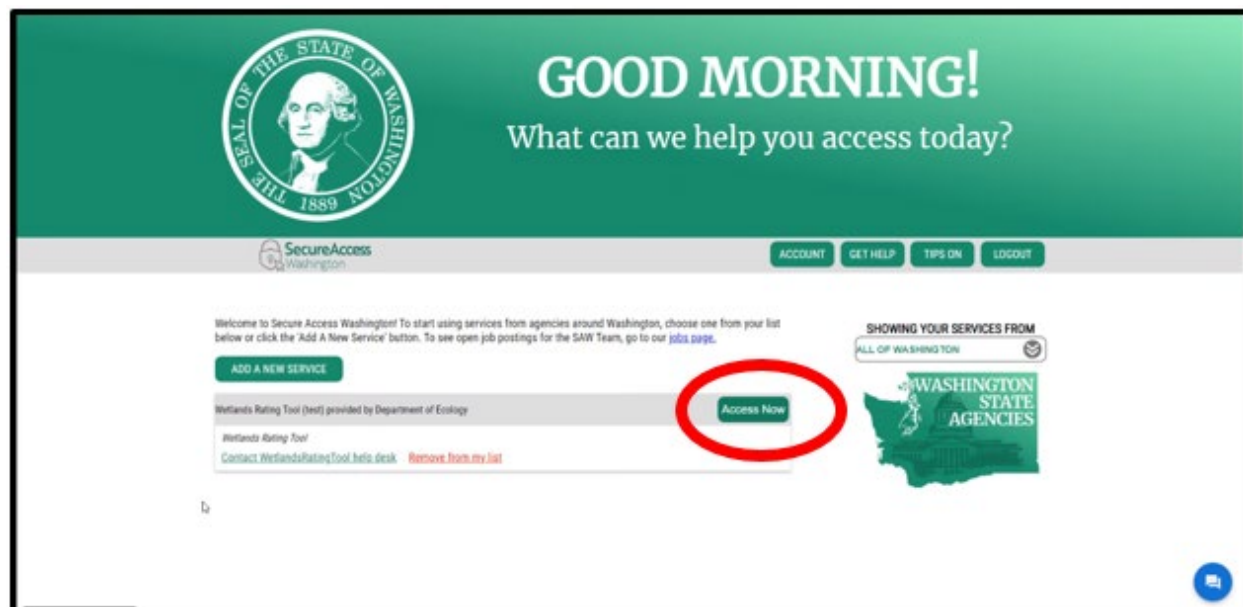
6. Close out and wait for a confirmation email. This should not take long.

If you see pending when you access after registration, select **Remove from my list**. Close out of your browser, re-enter SAW, and reselect the WATOR service. Close out before the next step.
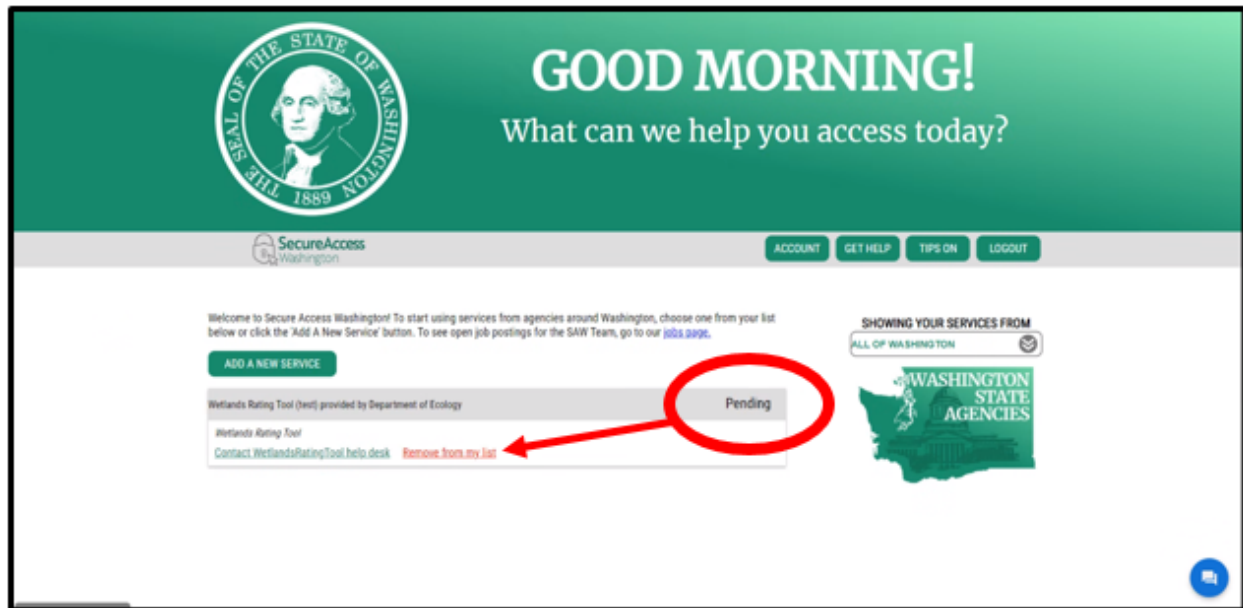
7. Go back in to SAW to access the tool. Select **Access Now** to go to the select organization screen.

Select your organization

Look for your organization's name in the drop-down list. If it is not there, you may add it. Use your organization's full name then Submit. **Do not add a different variation of your organization's name if it already occurs on the list in some form.**

If you are not associated with an organization, enter your First and Last Name as the organization name.
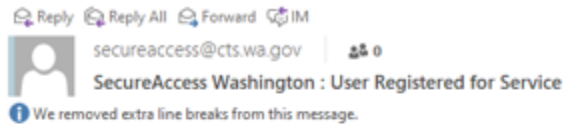

The organization structure of WATOR allows for users within an organization to collaborate on projects, and for organizations to have more control over their data when users are no longer affiliated with them. This effectively acts like a shared filing system. If working for an agency (e.g., Washington Department of Transportation) that wants data created and stored under their own organization, you can create a separate username for that work. A representative from the organization will need to request your access if you do not have an email address affiliated with that organization, and they will need to notify us when you are no longer affiliated with the organization. **Contact us for more information before setting up a separate account.**

Wait for Ecology to approve your request to join an organization. To meet state online security requirements, we must approve users of WATOR. Close out of the program before trying to access it. Sign back in to access the application.

Emails

You will receive four emails in this process.

#1 acknowledges activation of your account.

#2 acknowledges approval of your access to WATOR through SAW.
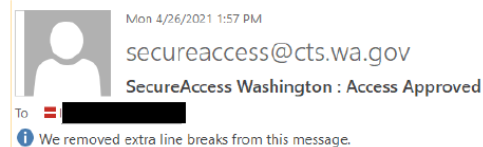
#3 acknowledges your request to join an organization- this is the step where you must wait for our approval before you can access WATOR. Depending on when you sign up, this process can take up to two business days. If you don't receive either of the emails below, please let us know.

#4 informs you when your request to join an organization has been approved and you are now ready to start using WATOR.

Getting started

A few tips

Once you are signed in to WATOR, select the **Add Project** button to get started. You can add multiple wetlands to a project.

Go into your project and select **Add New Wetland** to start using the tools.

When you add a new wetland, the first step is to identify the Region and Hydrogeomorphic (HGM) class of the wetland you are rating. This step takes you to the correct mapping tools and forms.

When you select **Save**, you will be directed to the mapping tools and form page for that wetland.

To edit the Wetland Details or HGM key after you have saved, go back to the Wetland List page and select **Edit** in the Action column.

To edit the wetland mapping tools or form after you have exited the wetland tools and form page, go to the Wetland list page and select the wetland in the Wetland Name column.

You can use the wetland rating form without using the map tools, but if you want to use both you will need to start at the **Define wetland** map tool to identify the wetland unit you are rating. The rest of the tools will load once you have defined the wetland, and selected **Mark as done** and **Save**.

If you do not want to use the map tools, do not use the define wetland tool and skip straight to the **wetland form**:

Within the mapping tools there are basic tool instructions under **Tool Help**:

And there are instructions specific to the mapping tool and rating questions it addresses in the **(?)** next to the tool name:
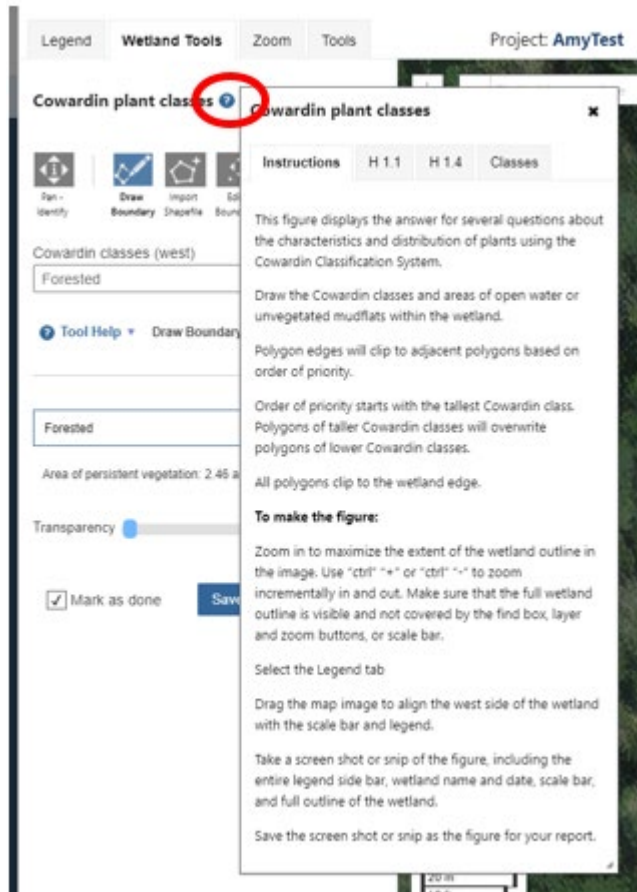
Instructions for saving the figures from the map tools for your wetland ratings are also included in the specific help information. You will need to make some adjustments in the Wetland Tools tab then go to the Legend tab and take a snip or screen shot of the maps within each tool to generate your figures for rating. Follow these steps:

1. In the Wetland Tools tab, use the **transparency** slider to make the underlying aerial image more visible:
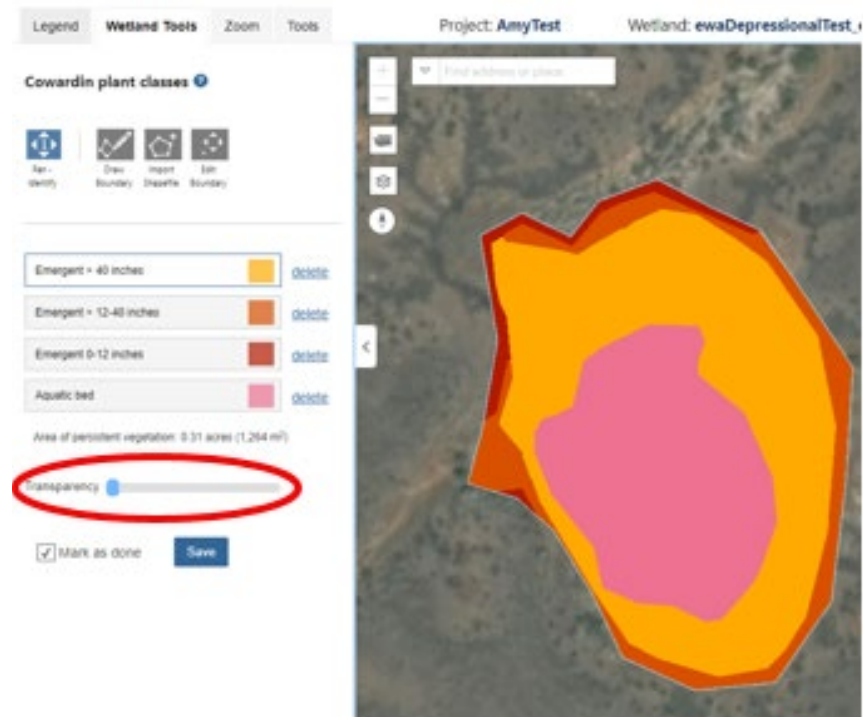
2. In the Legend tab, pan the image so the wetland is located adjacent to the legend and scale box, then take a snip of the image that includes the legend tab, scale bar, full wetland area and any other indicators you drew for the tool, and the project, wetland, and date information.
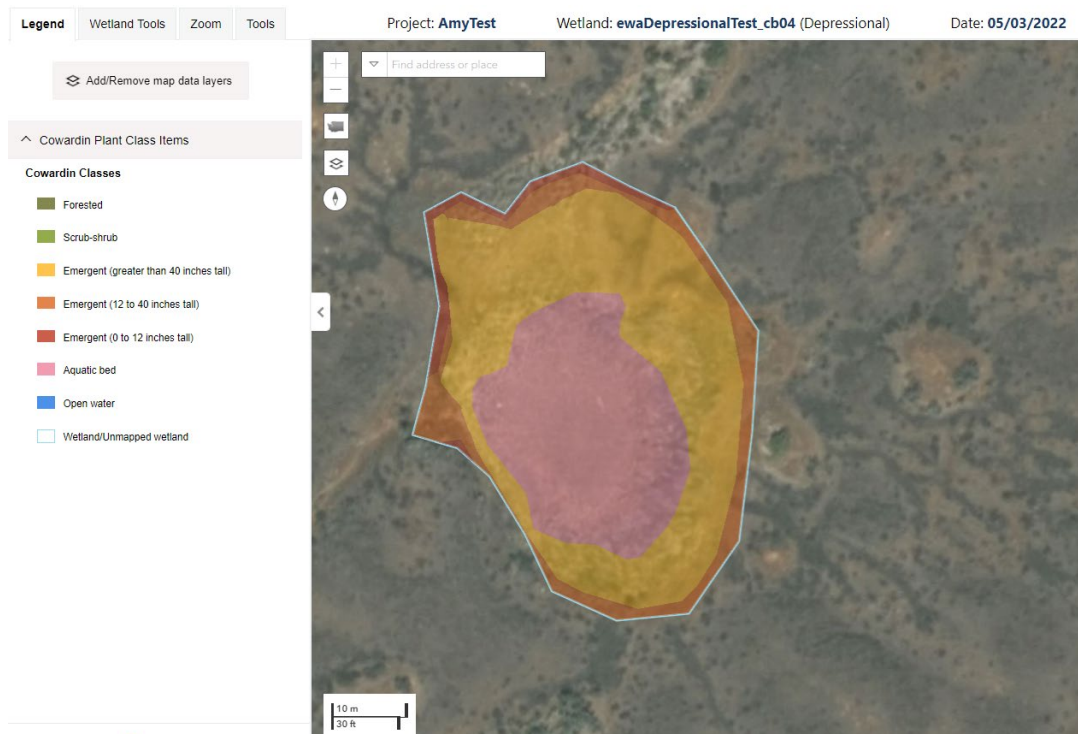
3. Insert the snip into your report and add an appropriate figure caption. You can add figure names in the wetland summary from

To print the rating form results, use either the **Full Summary** or the **Condensed Summary** button on the wetland mapping tools and form page, and the **Print** button on the summary after it opens in a new tab. The condensed summary only displays the answers you selected.

Make sure that you have answered all questions completely before printing the wetland rating. Some questions require additional information after you complete the mapping exercises.

You can also download the wetland or project data into a geodatabase for use in GIS programs. To use the data you must extract them from the zipped file once the file are downloaded, and make sure the data are saved in a folder with a .gdb extension.

Additional notes

SAW requires that we add a time limit to the application. You will see a time out warning while you are working in SAW. Click Extend Session to continue working. Save often to avoid losing data.
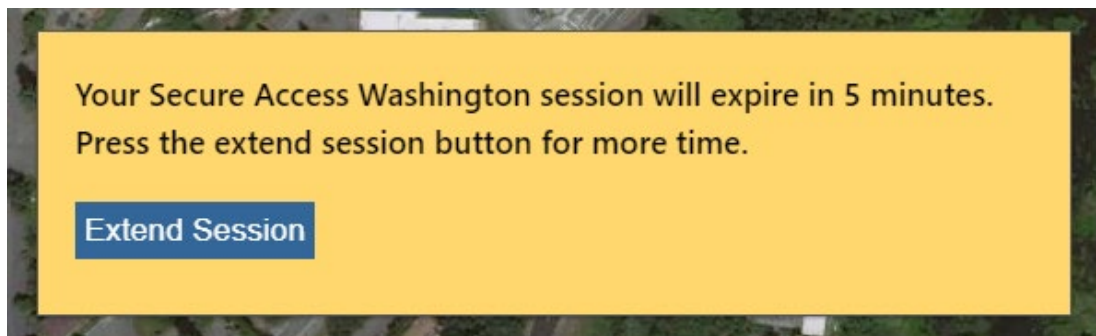
Do not leave the map tools with work unsaved- always **save** and close out of the map tools before moving away from WATOR to another task. You do not have to select **Mark as done** in order to save and exit a tool. If SAW times out before you save and you are not able to extend the session, you will lose your work in that tool. When you are finished with the tool, select **Mark as done** and **Save**. This will populate the answer in the rating form and will lock the answer in most cases. To edit the answer, you will have to go back into the map tool and make your edits in the map.

Provide feedback

We would like to know how accessible and intuitive the tool is for new users. We encourage you to explore the tools, forms, and help information throughout to guide your use of WATOR and to help answer any of your questions.

Please provide feedback on the following:
- Edits in help, tool, or form text
- Comments about navigating and using the tools and form
- Comments about clarity of instructions
- Comments about user experience
- How intuitive is the tool?
- Where can we make improvements?
- Did you experience any issues or bugs?
- What things would be helpful in a training on using WATOR?

If you see something amiss, please let us know. And, most importantly, have fun!

Send feedback to: Amy Yahnke, amy.yahnke@ecy.wa.gov

The fine print

To access WATOR you must click **I accept** in the window that pops up as seen below. Please be aware of the full disclaimer.
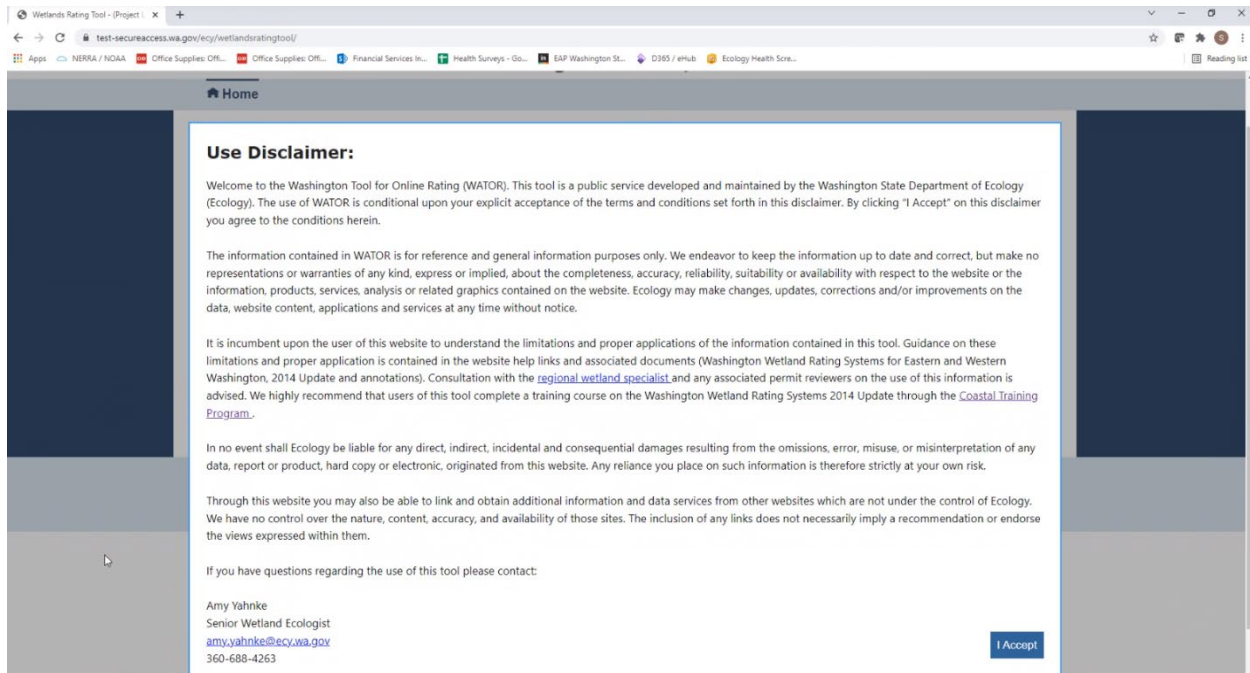
Use disclaimer

Welcome to the Washington Tool for Online Rating (WATOR). This tool is a public service developed and maintained by the Washington State Department of Ecology (Ecology). The use of WATOR is conditional upon your explicit acceptance of the terms and conditions set forth in this disclaimer. By clicking "I Accept" you agree to the conditions herein.

The information contained in WATOR is for reference and application of the Washington Wetland Rating System. We endeavor to keep the information up to date and correct, but make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability or availability with respect to the website or the information, products, services, analysis or related graphics contained on the website. Ecology may make changes, updates, corrections and/or improvements on the data, website content, applications and services at any time without notice.

It is incumbent upon the user of this website to understand the limitations and proper applications of the information contained in this tool. Guidance on these limitations and proper application is contained in the website help links and associated documents (Washington Wetland Rating Systems for Eastern and Western Washington, 2014 Update and annotations). Consultation with the regional wetland specialist[1] and any associated permit reviewers on the use of this information is advised. We highly recommend that users of this tool complete a

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[1] https://ecology.wa.gov/Water-Shorelines/Wetlands/Tools-resources/Contacts-by-subject-region

training course on the Washington Wetland Rating Systems 2014 Update through the Coastal Training Program[2].

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If you have questions regarding the use of this tool, please contact:

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amy.yahnke@ecy.wa.gov
360-688-4263

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[2] https://coastaltraining-wa.org/